



## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET INDUSTRY

### What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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### Introduction

## Qualifications Pack – Material Preparation Worker- Ceramics

**SECTOR:** HANDICRAFTS & CARPET

**SUB-SECTOR:** Handicrafts (Ceramics)

**OCCUPATION:** Blue Pottery making

**REFERENCE ID:** HCS/Q0702

**ALIGNED TO:** NCO-2004/8139.90

**Sieving Artisan:** The Material Preparation Worker is responsible for cleaning the grounded raw material for further processing.

**Brief Job Description:** The individual at work is responsible for filtering out the unwanted particles from the grounded raw material using the iron sieve for further processing.

**Personal Attributes:** The job requires the individual to have: good eye sight, visual observational ability, ability to work independently, quality orientation, health safety, willing to wear protective gears and stamina for working under different environmental conditions in the open area.



Job Details

<b>Qualifications Pack Code</b>	<b>HCS/Q0702</b>		
<b>Job Role</b>	<b>Material Preparation Worker - Ceramics</b>		
<b>Credits(NVEQF/NVQF/NSQF) [OPTIONAL]</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Handicrafts &amp; Carpet</b>	<b>Drafted on</b>	<b>06/03/2015</b>
<b>Sub-sector</b>	<b>Ceramics</b>	<b>Last reviewed on</b>	<b>12/09/2019</b>
<b>Occupation</b>	<b>Blue Pottery Making</b>	<b>Next review date</b>	<b>11/09/2023</b>

<b>Job Role</b>	<b>Material Preparation Worker- Ceramics</b>
<b>Role Description</b>	Responsible for filtering out the unwanted particles from the grounded raw material using the iron / wooden sieve for further processing.
<b>NVEQF/NVQF level</b>	3
<b>Minimum Educational Qualifications</b>	5 <sup>th</sup> pass
<b>Maximum Educational Qualifications</b>	Not Applicable
<b>Training</b> (Suggested but not mandatory)	Not Applicable
<b>Minimum Job Entry Age</b>	15 years
<b>Experience</b>	Not Applicable
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">HCS/N0702 Clean the grounded raw material</a></li> <li><a href="#">HCS/N9901 Coordinate with colleagues and work as a team</a></li> <li><a href="#">HCS/N9902 Maintain safe work environment</a></li> <li><a href="#">HCS/N9903 Maintain personal health</a></li> <li><a href="#">HCS/N9904 Basic business management</a></li> </ol> <p><b>Optional:</b> Not applicable</p>
<b>Performance Criteria</b>	As described in the relevant OS units



## Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential achieving the objectives of the function.
Job role	Job role defines unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve consistently while carrying out a function at the workplace. Occupational Standards as set of competencies is applicable both in Indian and overreaching global contexts.
Performance Criteria	Performance Criteria defined for a task are statements that together specify the standard of performance while carrying out the task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises set of OS, together with the educational, training and other criteria that are required to perform a job role satisfactorily at workplace. A Qualifications Pack is assigned a unique qualification pack code for clear identification.
Knowledge and Understanding	Knowledge and Understanding are statements which together as a set specify the technical, generic, professional and organization specific knowledge that an individual needs to possess in order to perform and meet the required standards consistently.
Organizational	Organizational Context includes the way the organization is structured and how it

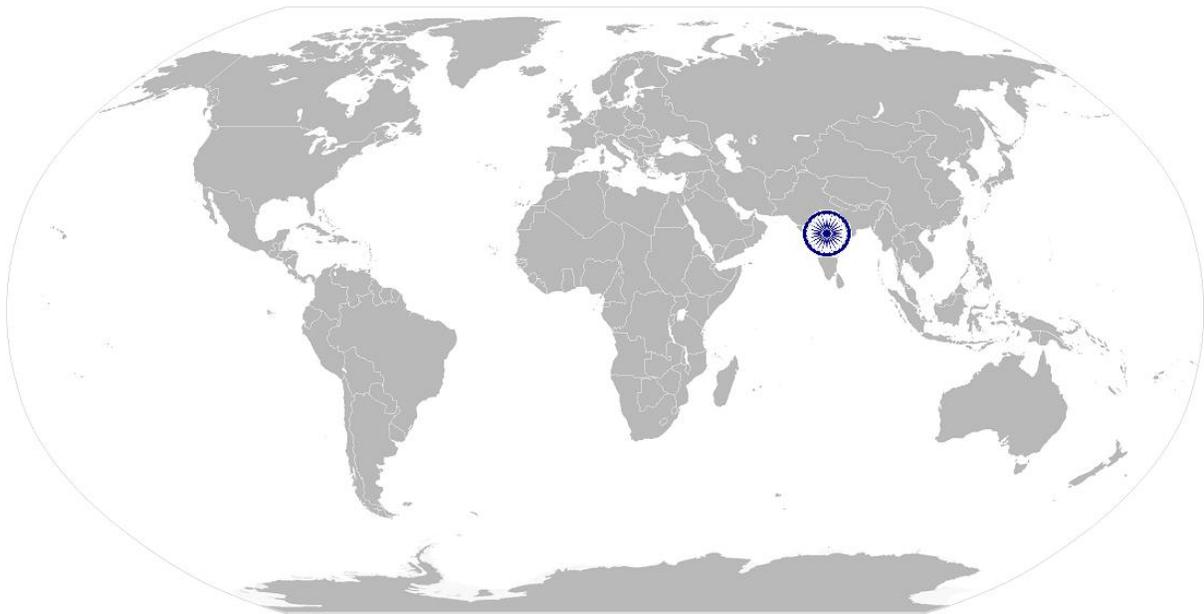


Context	operates. It includes elements of operational knowledge contents defined in relation to functioning of an organization that a skilled professional need to possess specific to its precise areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific domain knowledge needed to accomplish the task in combination with other competencies. It is usually coined with specifically designated roles and responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills as set are group of skills. It is key to working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include mainly communication related skills that are applicable to most job roles.
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
<b>Keywords /Terms</b>	<b>Description</b>
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NCO	National Classifications of Occupation
TBD	To Be Determined
HCS	Handicrafts and Carpet Skill Sector Council
NSDC	National Skill Development Corporation

Acronyms



# National Occupational Standard



## Overview

This unit is about cleaning the grounded raw material of unwanted particles for further processing.



HCS/N0702

Clean the grounded raw material

National Occupational Standard

<b>Unit Code</b>	<b>HCS/N0702</b>
<b>Unit Title (Task)</b>	<b>Clean the grounded raw material</b>
<b>Description</b>	This unit is about cleaning the grounded raw material of unwanted particles for further processing.
<b>Scope</b>	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> <li>receiving grounded raw material</li> <li>sieving the grounded raw material</li> <li>achieve productivity and quality standards</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Receiving grounded raw material</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. receive grounded raw material in a bag from the grinding operator</p> <p>PC2. empty the contents into an iron / wooden sieve</p>
<b>Sieve Analysis Step by Step</b>	<p>PC3: complete sieving process includes various processes</p> <p>PC4. sampling of the material and take sample division (if required)</p> <p>PC5. selction of suitable test sieves</p> <p>PC6. selection of sieving parameters</p> <p>PC7. actual sieve analysis</p> <p>PC8. recovery of sample material</p> <p>PC9. data evaluation</p> <p>PC10. cleaning and drying the tested sieves</p>
<b>Identify different Sieving Processes</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC11. Send the cleaned grounded raw material into different process of sieving</p> <p>PC12. depending upon the raw material and availability select the further mechanism to remove the impurties. Types are</p> <p>a. Vibrational Sieving      d. Dry Sieving</p> <p>b. Wet Sieving                e. Tap Sieving</p> <p>c. Horizontal Sieving      f. Air Jet Sieving</p>
<b>Selection of equipment for Sieving process</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC13. select the equipment based on the raw material includes physical properties of sample.</p> <p>PC14. Jiffy mixer includes motorized drill for large batches and spatulas &amp; whisks for maller batches.</p> <p>PC15. use of spray gun &amp; atomizers for large batches in much faster time</p> <p>PC16. measuring cups and scoops are main accessories for sieving process</p> <p>PC17. Hydrometers defines the density of raw material using for sieving process</p>

<b>Sieving the grounded raw material</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC18. perform the visual inspection of the grounded raw material while passing hand through it repeatedly</p> <p>PC19. check for easily visible unwanted materials like small stones mixed in the grounded raw material</p> <p>PC20. manually remove easily visible unwanted material from the grounded raw material</p> <p>PC21. pass the grounded raw material through iron / wooden sieve repeatedly for pre-cleaning</p> <p>PC22. use the pre-cleaned grounded material through narrow graded sieve repeatedly for fine cleaning</p> <p>PC23. simultaneously check the sieved materials for unwanted materials</p> <p>PC24. collect the fine cleaned grounded raw material in a separate clean bag</p> <p>PC25. collect the unwanted / waste materials at one place in a bin</p> <p>PC26. send the cleaned grounded raw material to dough maker for further processing</p>
	<p>PC27. perform vibrational sieving the sample is submitted to three dimensional movements</p> <p>PC28. The sieving process now being taken place into either electrostatic charging or a high degree of fineness of the sample</p>
	<p>PC29. dry sieving process comes out with fine sample with maximum removal of impurities</p> <p>PC30. send the fine sample for analysing the sieving</p>
<b>Achieving productivity and quality standards</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC31. ensure proper cleaning of the grounded raw material</p> <p>PC32. prevent mixing of clean grounded raw material from the unclean grounded raw material</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and	<p>The individual on the job needs understand:</p> <p>KA1. company's policies on: human resource management, benefits and code of conduct</p> <p>KA2. company's products and quality assurance</p> <p>KA3. organisation culture and typical customer profile</p> <p>KA4. company's reporting structure</p> <p>KA5. company's documentation policy</p>



**HCS/N0702**

**Clean the grounded raw material**

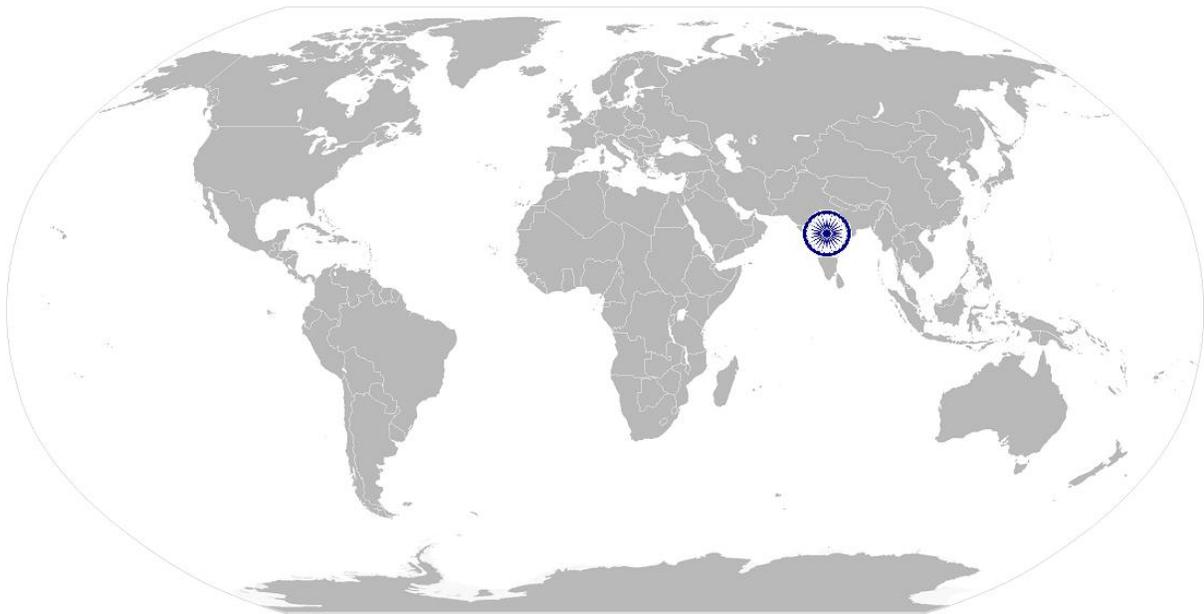
its processes)	
<b>B. Technical Knowledge</b>	<p>The individual on the job needs to know and understand:</p> <p>KB1. list of ingredients used in the blue pottery like quartz, green or white glass powder, multani mitti, katira and sazzi mitti</p> <p>KB2. the physical identification of quartz, green or white glass powder, multani mitti, katira and sazzi mitti</p> <p>KB3. process of grounding the raw materials</p> <p>KB4. usage of graded iron / wooden sieves</p> <p>KB5. work process of making of blue pottery products</p> <p>KB6. different types of sieves used for sieving process e.g. iron sieve, wood sieve</p> <p>KB7. different sizes of sieves used for sieving process e.g. wide and narrow graded sieve</p> <p>KB8. different types of tools used in blue pottery products making</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Writing skills</b></p> <p>The individual on the job needs to know and understand:</p> <p>SA1. write notes on the job specification</p>
	<p><b>Reading skills</b></p> <p>The individual on the job needs to know and understand:</p> <p>SA2. read company policy documents </p>
	<p><b>Communication (Listening and speaking) skills</b></p> <p>The individual on the job needs to know and understand:</p> <p>SA3. seek work instructions from the supervisor</p> <p>SA4. listen to supervisor to know daily targets</p> <p>SA5. seek out and listen to co-workers</p> <p>SA6. express the information, both technical and non-technical, to seniors and colleagues effectively</p>
<b>B. Professional Skills</b>	<p><b>Decision making</b></p> <p>The individual on the job needs to know and understand:</p> <p>SB1. which sieve to use to do the good cleaning of grounded material</p>
	<p><b>Plan and Organize</b></p> <p>The user/individual on the job needs to know and understand how:</p> <p>SB2. to prioritize and organise to achieve the daily targets</p>
	<p><b>Customer Centricity</b></p> <p>The user/individual on the job needs to know and understand:</p> <p>SB3. the customer preference, taste, etc and accordingly make crafts</p>
	<p><b>Problem Solving</b></p> <p>The user/individual on the job needs to know and understand how:</p> <p>SB4. to solve work related problems</p>
	<p><b>Analytical thinking</b></p> <p>The individual on the job needs to know and understand:</p> <p>SB5. how to analyse the material requirement</p>



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**Clean the grounded raw material**

	<b>Critical thinking</b>
	The individual on the job needs to know and understand: SB6. spot process disruptions and delays SB7. report on any concerns to superiors without delay



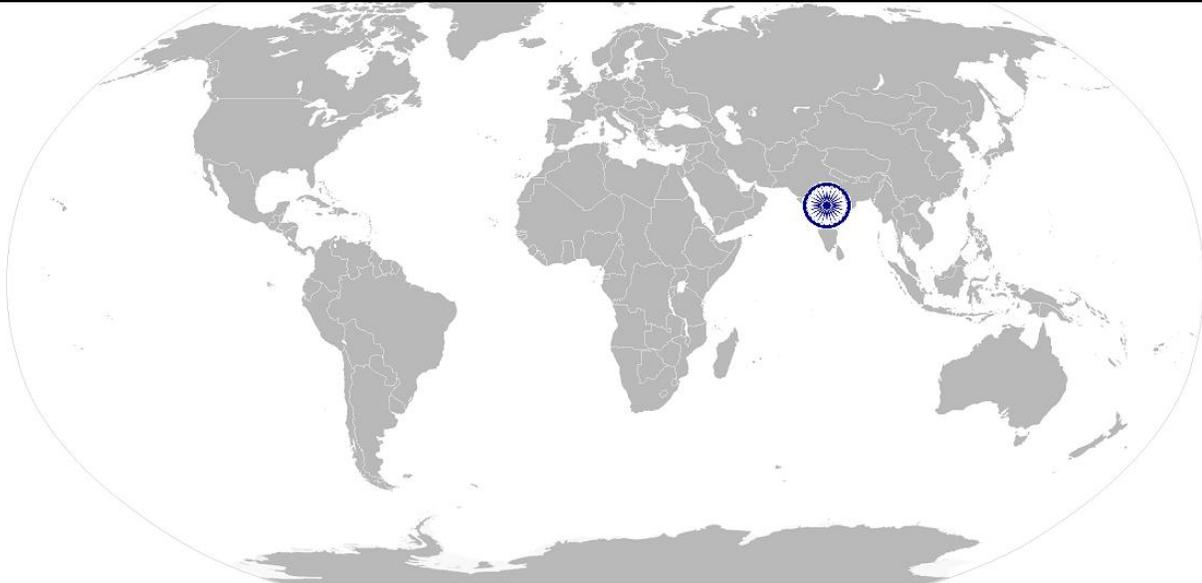


HCS/N0702

Clean the grounded raw material

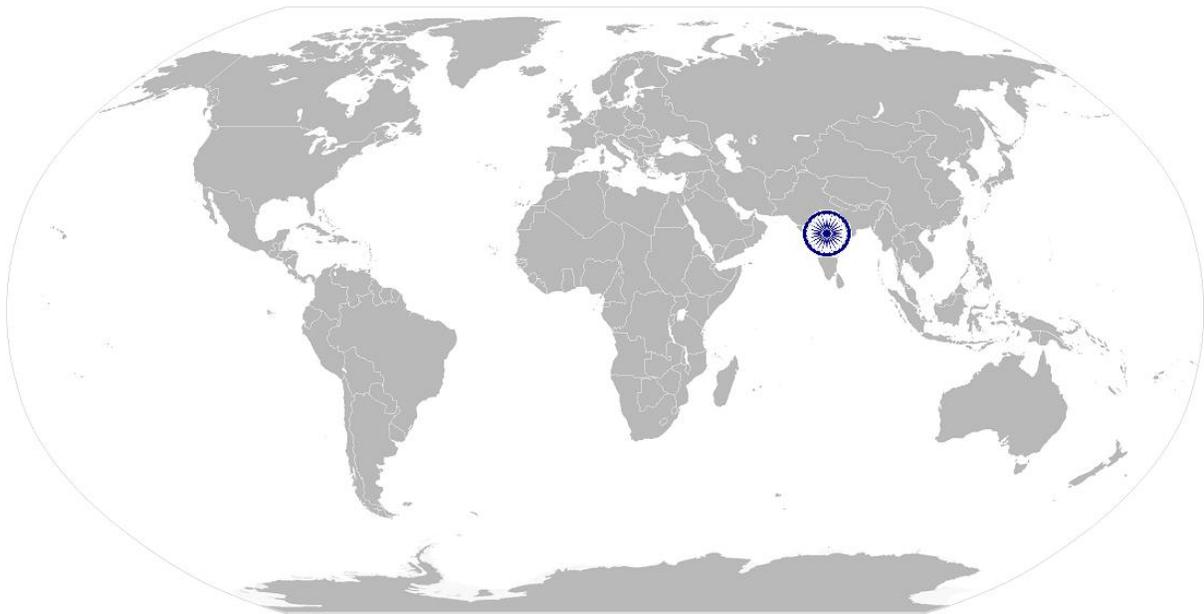
## NOS Version Control

NOS Code	HCS/N0702		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	06/03/2015
Industry Sub-sector	Ceramics	Last reviewed on	12/09/2019
Occupation	Blue Pottery Making	Next review date	11/09/2023





# National Occupational Standard



## Overview

This unit is about individual's coordination and communication level with colleagues and superiors so as to achieve the deliverable on time through a smooth workflow.



HCS/N9901

Coordinate with colleagues and work as a team

National Occupational Standard

<b>Unit Code</b>	<b>ELE/N9901</b>
<b>Unit Title (Task)</b>	<b>Coordination and team work with colleagues and superior</b>
<b>Description</b>	This OS unit is about communicating and coordinating with colleagues and superiors in order to achieve smooth and hazard free work flow during production. It is about the ability to work as a team member, share work and multi task to meet the deliverable schedule and quality requirements, assuring no process disruptions.
<b>Scope</b>	This unit/ task covers the following: <ul style="list-style-type: none"> <li>• interact with supervisor or superior</li> <li>• work as a team by coordinating with colleagues within and outside the department</li> <li>• report and Document</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Interact with supervisor or superior</b>	To be competent, the user/ individual must be able to: <ul style="list-style-type: none"> <li>PC1. receive job order and instructions from reporting supervisor</li> <li>PC2. understand the work output requirements, targets, performance indicators and incentives</li> <li>PC3. deliver quality work on time and report any anticipated reasons for delays</li> <li>PC4. report on any grievances, production defects and any potential hazards</li> <li>PC5. communicate on process flow improvements</li> <li>PC6. communicate maintenance and repair schedule proactively to the supervisor</li> <li>PC7. receive feedback on work standards</li> <li>PC8. interact and clarify doubts on design, usage of materials &amp; tools, quality &amp; standards compliance, etc</li> <li>PC9. report in time for shortage or need of raw materials</li> <li>PC10. handover completed work to supervisor</li> </ul>
<b>Work as a team by coordinating with colleagues within and outside the department</b>	To be competent, the user/ individual must be able to: <ul style="list-style-type: none"> <li>PC11. communicate to the colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team</li> <li>PC12. maintain the etiquettes, use polite language, demonstrate responsible and disciplined behaviours to the colleagues</li> <li>PC13. interact with colleagues from different functions and understand the nature of their work</li> <li>PC14. put team over individual goals and multi task or share work where necessary supporting the colleagues</li> <li>PC15. resolve conflicts and ensure smooth workflow</li> <li>PC16. interact and understand the production requirement for the day from the previous and successive processing department and work accordingly</li> <li>PC17. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</li> <li>PC18. receive feedback from Quality Control and rework in order to complete work on time</li> </ul>



HCS/N9901

Coordinate with colleagues and work as a team

	<p>PC19. share information with colleagues to enable efficient delivery of work          PC20. highlight any errors of colleagues, help to rectify and ensure quality output          PC21. work with cooperation, coordination, communication and collaboration, with shared goals and supporting each others performance</p>
<p><b>Report and Document</b></p>	<p>To be competent, the user/ individual must be able to:          PC22. document all the details accurately relating to one’s role as required          PC23. report on the work completed and keep it in records</p>
<p><b>Knowledge and Understanding (K)</b></p>	
<p><b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)</p>	<p>The individual on the job needs understand:</p> <ul style="list-style-type: none"> <li>KA1. company’s policies on preferred language of communication, incentives, quality standards, personnel management, reporting and escalation matrix policy</li> <li>KA2. company’s standard operating procedure (SOP) and the risk and impact of not following them</li> <li>KA3. procedures for working with colleagues, his/her role and responsibilities in relation to this</li> <li>KA4. organizational hierarchy and the line of reporting structure</li> <li>KA5. procedures to report employment related issues and to deal with conflicts</li> <li>KA6. work flow involved in the company’s production process and the sequence of operations</li> <li>KA7. importance of the individual’s role in the workflow and details of the individual responsibilities</li> <li>KA8. Work target and review mechanism</li> <li>KA9. common potential hazards in the work place and the procedures to deal with them</li> <li>KA10. tools and equipments handling procedure</li> <li>KA11. documentation procedures as required</li> </ul>
<p><b>B. Technical Knowledge</b></p>	<p>The individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KB1. communicate effectively with various categories of people and the different departments in the organization</li> <li>KB2. build team coordination and work effectively in a team for organizational and individual success</li> <li>KB3. to document the job activity as required like the check sheets, history sheets, etc.</li> <li>KB4. help colleagues with specific issues and problems, meeting quality and time standards as a team</li> <li>KB5. listen actively to team members</li> <li>KB6. maintain the proper tone and pitch for communication, ethics and discipline for professional success</li> <li>KB7. develop effective working relationship with mutual trust and respect within the team</li> <li>KB8. express and address grievances appropriately, deal with difficult work relationships and manage the internal conflicts effectively.</li> </ul>



HCS/N9901

**Coordinate with colleagues and work as a team**

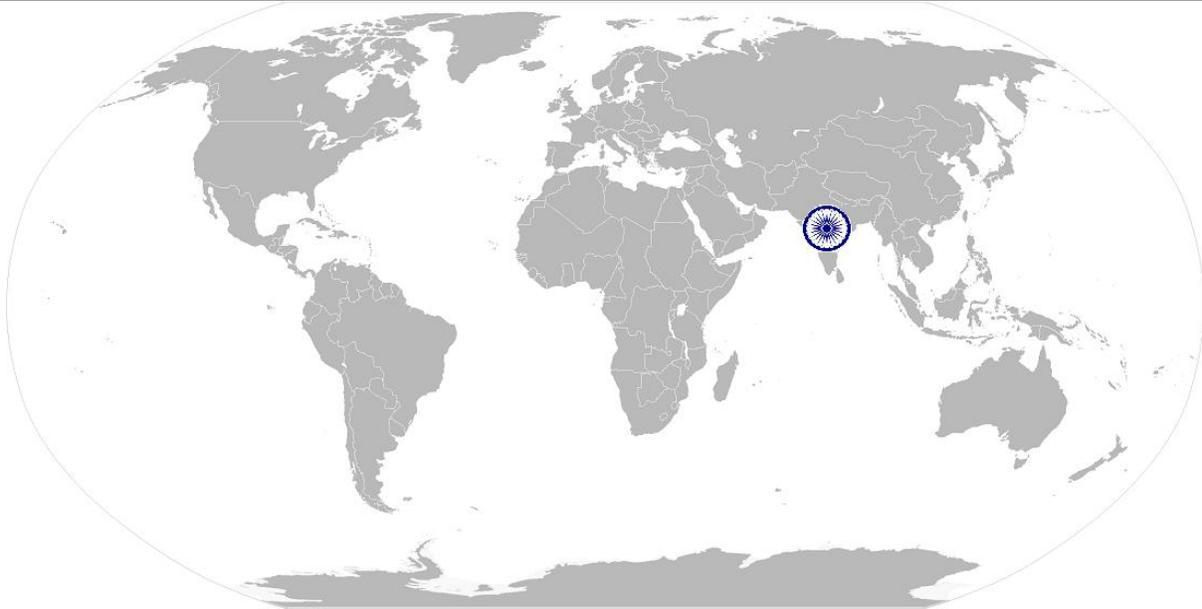
Skills (S) [Optional]	
<b>A. Core Skills/ Generic Skills</b>	<b>Reading skills</b>
	The individual on the job needs to know and understand how to: SA1. read job sheets, design sheet and information displayed at the workplace SA2. read notes/comments from the supervisor SA3. read and understand manuals, health and safety instructions, memos etc
	<b>Writing skills</b>
	The individual on the job needs to know and understand how to: SA4. fill up documentation to one's role
	<b>Communication skills</b>
	The individual on the job needs to know and understand how to: SA5. interact with team members to work efficiently SA6. communicate effectively with supervisor
<b>B. Professional Skills</b>	<b>Decision making skills</b>
	The individual on the job needs to know and understand how to: SB1. report to supervisor and deal with a colleague individually, depending on the type of concern
	<b>Plan and Organize</b>
	The individual on the job needs to know and understand how to: SB2. communicate with superiors as required
	<b>Customer centricity</b>
	The individual on the job needs to know and understand how to: SB3. communicate with customers / clients and understand their preferences
	<b>Problem solving</b>
	The individual on the job needs to know and understand how to: SB4. resolve problems / conflicts through proper communication
	<b>Analytical thinking</b>
	The individual on the job needs to know and understand how to: SB5. analyse and communicate as per the requirement
<b>Critical thinking</b>	
The individual on the job needs to know and understand how to: SB6. spot and communicate potential areas of disruptions to work process and report the same	



HCS/N9901      Coordinate with colleagues and work as a team

## NOS Version Control

<b>NOS Code</b>	<b>HCS/N9901</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet</b>	<b>Drafted on</b>	<b>06/03/2015</b>
<b>Industry Sub-sector</b>	<b>Handicrafts</b>	<b>Last reviewed on</b>	<b>12/09/2019</b>
<b>Occupation</b>	<b>Blue Pottery Making</b>	<b>Next review date</b>	<b>11/09/2023</b>





HCS/N9902

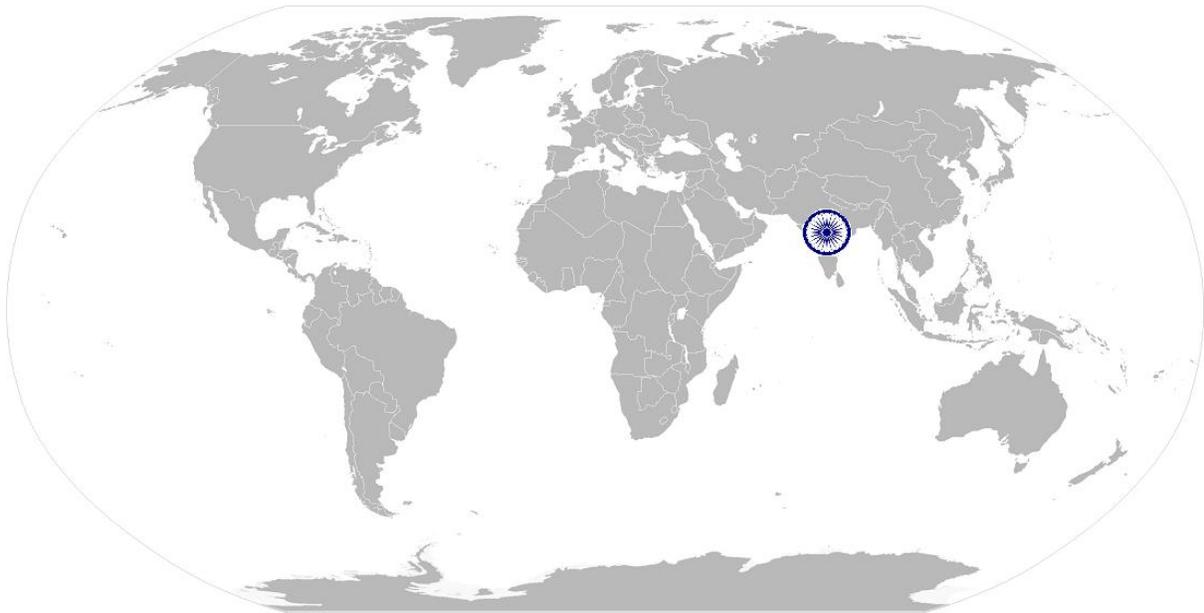
NOS  
National Occupational Standards



Maintain safe work environment

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# National Occupational Standard



## Overview

This unit is about the individual's effort to maintain safe work environment.



HCS/N9902

Maintain safe work environment

<b>Unit Code</b>	HCS/N9902
<b>Unit Title (Task)</b>	Maintain safe work environment
<b>Description</b>	This OS unit is about following adequate safety procedures to make work environment safe.
<b>Scope</b>	This unit/ task covers the following: <ul style="list-style-type: none"> <li>• follow safety procedure and practices</li> <li>• achieve safety standards</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Follow safety procedure and practices</b>	To be competent, the user/ individual must be able to: <ul style="list-style-type: none"> <li>PC1. comply with safety procedures while on work to prevent accidents</li> <li>PC2. take adequate safety measures while handling materials, chemicals and tools</li> <li>PC3. wear appropriate personal protective gears such as gloves, protective goggles, masks etc. while working</li> <li>PC4. undertake basic safety checks before operation of all tools and electrical equipments</li> <li>PC5. wear appropriate and recommended clothing as per the work environment (eg: working in a furnace area )</li> <li>PC6. follow recommended material handling procedure to control material and personal damage</li> <li>PC7. perform all procedures as per company's work instructions for controlling operational risk</li> <li>PC8. perform the duties in a manner which minimizes environmental damage</li> <li>PC9. dispose of waste safely and correctly in a designated area as per company's SOP</li> <li>PC10. report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger</li> </ul>
<b>Achieve safety standards</b>	To be competent, the user/ individual must be able to: <ul style="list-style-type: none"> <li>PC11. ensure zero accident at workplace</li> <li>PC12. adhere to safety standards and ensure no material damage</li> </ul>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. company's policies on work safety and occupational hazard management</li> <li>KA2. company's HR policies</li> <li>KA3. company's reporting structure</li> <li>KA4. company emergency evacuation procedure</li> </ul>



HCS/N9902

**Maintain safe work environment**

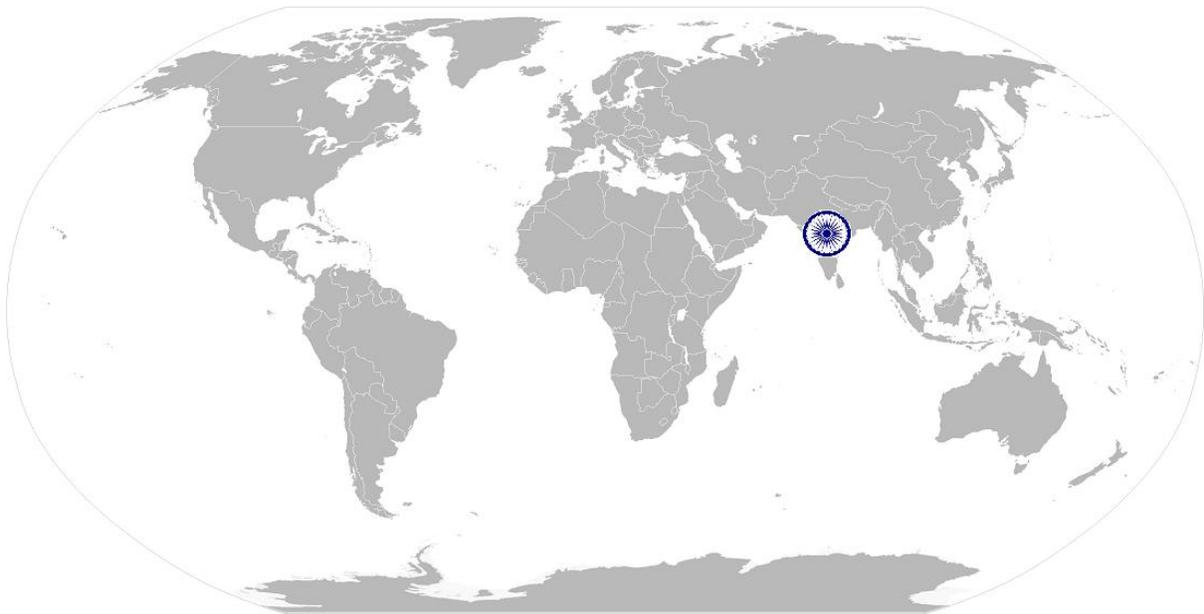
<p><b>B. Technical Knowledge</b></p>	<p>The individual on the job needs to know and understand:</p> <p>KB1. accidental risks to the worker</p> <p>KB2. how to maintain the work area safe and secure</p> <p>KB3. how to perform the duties in a way to minimize accidental risks</p> <p>KB4. how to handle chemicals</p> <p>KB5. purpose and usage of protective gears such as gloves , protective goggles, masks, etc. while working</p> <p>KB6. material handling procedure</p> <p>KB7. standard Operating Procedure (SOP) of processes</p> <p>KB8. precautionary activities to be followed in the processes</p> <p>KB9. how to operate tools and electrical equipments</p> <p>KB10. emergency procedures to be followed in case of an mishap such as fire accidents etc.</p>
<p><b>Skills (S) [Optional]</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Reading skills</b></p> <p>To be competent, the user/ individual must be able to:</p> <p>SA1. read safety instructions, safety signage and safety manuals</p> <p>SA2. read the usage of various safety tools and equipments</p> <p><b>Writing skills</b></p> <p>To be competent, the user/ individual must be able to:</p> <p><b>SA3.</b> take notes on descriptions and details of various safety precautions and procedures as instructed</p> <p><b>Communication Skills</b></p> <p>To be competent, the user/ individual must be able to:</p> <p>SA4. communicate supervisor about the work safety issues</p> <p>SA5. receive instructions from supervisor on minimizing the accidental risks</p> <p>SA6. communicate co-workers about the precautions to be taken for accident free work</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making skills</b></p> <p>The individual on the job needs to know and understand:</p> <p>SB1. how to select appropriate safety tools and equipments</p> <p><b>Plan and Organize</b></p> <p>The individual on the job needs to know and understand:</p> <p>SB2. improve work processes by adopting best safety practices</p> <p><b>Customer centricity</b></p> <p>The individual on the job needs to know and understand:</p> <p>SB3. coordinate with different departments on briefing the safety aspects</p> <p>SB4. guide the team members on use of various safety tools and equipments</p> <p><b>Problem solving</b></p> <p>The individual on the job needs to know and understand:</p> <p>SB5. improve work processes by adopting best safety practices</p>



HCS/N9902

**Maintain safe work environment**

	<b>Analytical thinking</b>
	The individual on the job needs to know and understand: SB6. analyse the usage of appropriate tools and consumables
	<b>Critical thinking</b>
	The individual on the job needs to know and understand how to: SB7. spot errors and any other disruptions and communicate with solutions



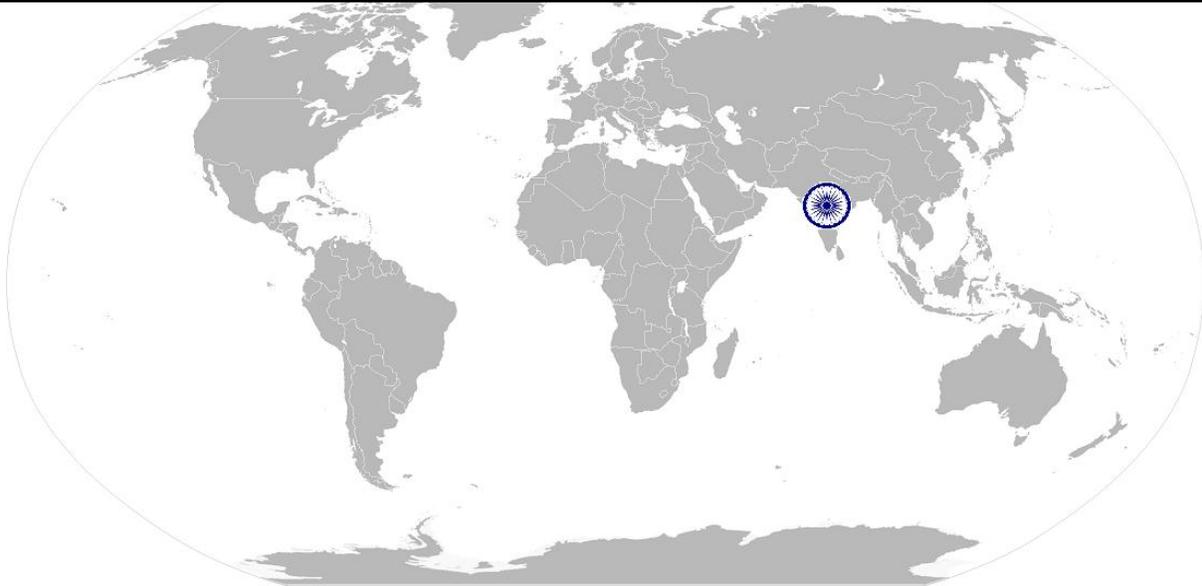


HCS/N9902

Maintain safe work environment

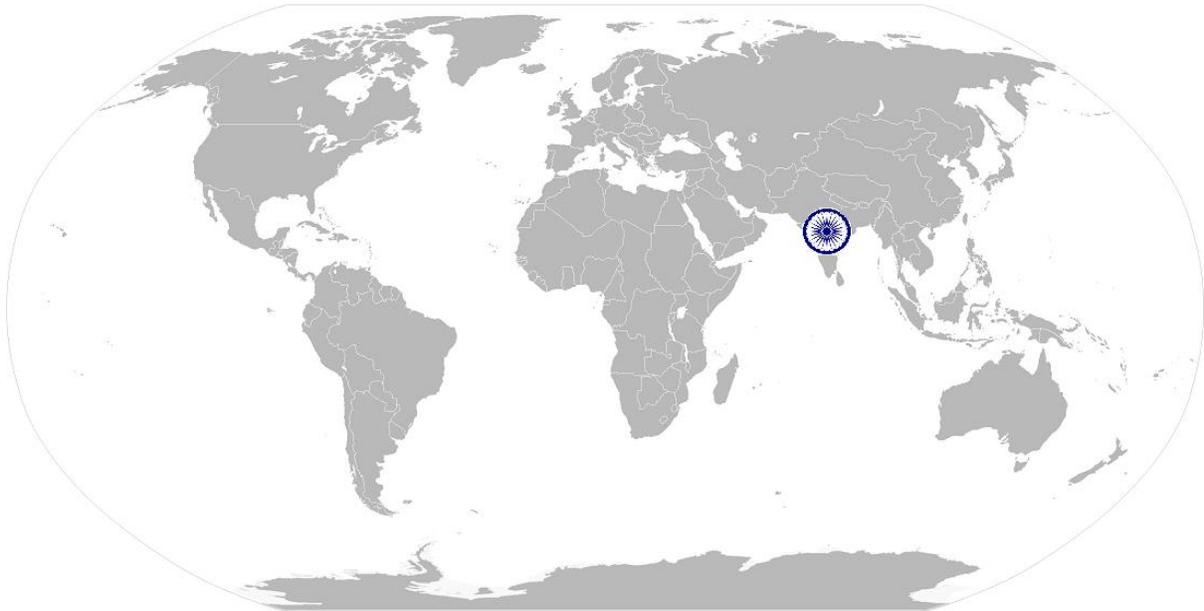
## NOS Version Control

<b>NOS Code</b>	<b>HCS/N9902</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet</b>	<b>Drafted on</b>	<b>06/03/2015</b>
<b>Industry Sub-sector</b>	<b>Handicrafts</b>	<b>Last reviewed on</b>	<b>12/09/2019</b>
<b>Occupation</b>	<b>Blue Pottery Making</b>	<b>Next review date</b>	<b>11/09/2023</b>





# National Occupational Standard



## Overview

This unit is about managing personal health at work place.



HCS/N9903

Maintain personal health

<b>Unit Code</b>	HCS /N9903
<b>Unit Title (Task)</b>	Maintain personal health
<b>Description</b>	<b>This OS unit is about managing personal health at work place.</b>
<b>Scope</b>	This unit/ task covers the following: <ul style="list-style-type: none"> <li>adopt healthy work practices</li> <li>achieve work productivity while maintaining health</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Adopt healthy work practices</b>	To be competent, the user/ individual must be able to: PC1. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust PC2. follow work instructions strictly to reduce the amount of pollution at the work place e.g. wet the rock / craft material before working on it PC3. wear protective goggles over eyes and replace them when scratches on it obscure the vision PC4. wear gloves as per the materials used for making handicraft to avoid blisters; scratches and cuts PC5. undergo preventive health checkups at regular intervals PC6. take prompt treatment from the doctor in case of illness PC7. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work
<b>Achieve work productivity while maintaining health</b>	To be competent, the user/ individual must be able to: PC8. ensure no productivity loss or absenteeism from work due to illness PC9. ensure no long term ill effect on the personal health
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The individual on the job needs to know and understand: KA1. company's policies on: personal health and occupational hazard management KA2. company's HR policies KA3. company's reporting structure KA4. company's emergency evacuation procedure
<b>B. Technical Knowledge</b>	The individual on the job needs to know and understand: KB1. health risks to the worker at the work place KB2. healthy work practices KB3. how to perform the duties in a way to minimize pollution at the work place KB4. what personal protective equipments should be worn and how it is cared for KB5. safe disposal methods for waste KB6. how to provide the first aid treatment at workplace KB7. emergency procedures to be followed in case of an mishap such as fire accidents etc.



HCS/N9903

## Maintain personal health

Skills (S)	
<b>A. Core Skills/ Generic Skills</b>	<b>Reading skills</b>
	To be competent, the user/ individual must be able to: SA1. read personal health instructions and manual SA2. read the usage of various hand tools and personal protection equipments
	<b>Writing skills</b>
	To be competent, the user/ individual must be able to: SA3. take notes on descriptions and details of various personal health maintenance procedures
	<b>Communication Skills</b>
To be competent, the user/ individual must be able to: SA4. communicate supervisor about the physical symptoms SA5. receive instructions from doctor and supervisor on medical care	
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand: SB1. how to select appropriate hand tools and personal protection equipments SB2. when to change personal protection equipments during the work SB3. how to identify first aid needs in case and of an injury
	<b>Plan and organize</b>
	The user/individual on the job needs to know and understand: SB4. how to select appropriate hand tools and personal protection equipments SB5. when to change personal protection equipments during the work
	<b>Customer centricity</b>
	The user/individual on the job needs to know and understand: SB6. how to use materials that does not affect customer health / make injury
	<b>Problem solving</b>
	The individual on the job needs to know and understand: SB7. improve work processes by adopting best safety practices
	<b>Analytical thinking</b>
The individual on the job needs to know and understand: SB8. analyse the usage of appropriate tools and consumables	
<b>Critical thinking</b>	
The individual on the job needs to know and understand how to: SB9. spot errors and any other disruptions and communicate with solutions	

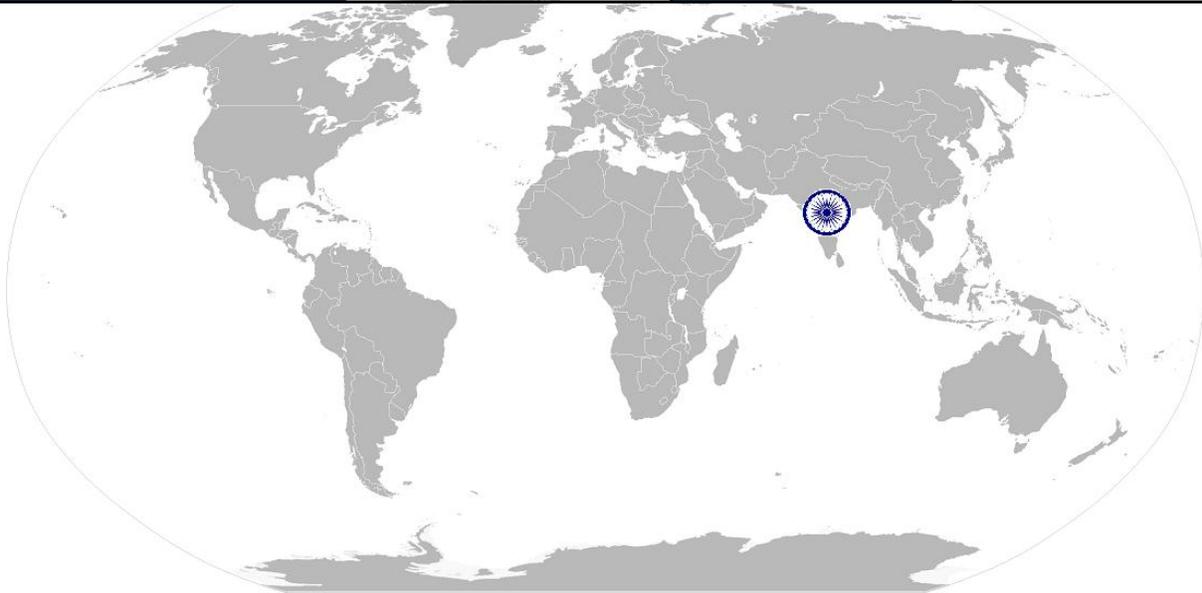


HCS/N9903

Maintain personal health

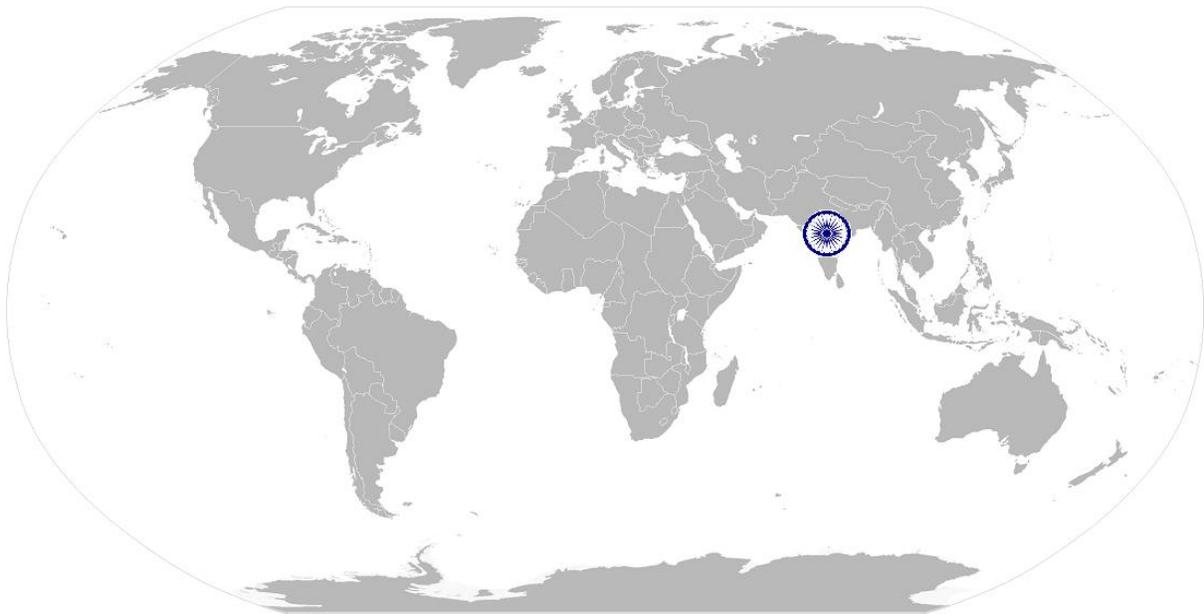
## NOS Version Control

<b>NOS Code</b>	<b>HCS/N9903</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet</b>	<b>Drafted on</b>	<b>06/03/2015</b>
<b>Industry Sub-sector</b>	<b>Handicrafts</b>	<b>Last reviewed on</b>	<b>12/09/2019</b>
<b>Occupation</b>	<b>Blue Pottery Making</b>	<b>Next review date</b>	<b>11/09/2023</b>





# National Occupational Standard



## Overview

This unit is about successful basic business management in handicraft units



HCS/N9904

Basic business management

National Occupational Standard

<b>Unit Code</b>	HCS/N9904
<b>Unit Title (Task)</b>	Basic business management
<b>Description</b>	This OS unit is about basic business management in handicraft units. This OS unit is to aid in successful management of business
<b>Scope</b>	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> <li>• people management</li> <li>• product planning</li> <li>• procurement of raw materials</li> <li>• market interfacing</li> <li>• financial management</li> <li>• record keeping</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>People management</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. allot work to the employees of the unit according to their skill and experience</p> <p>PC2. train the employees of his/her unit with the appropriate skills required to make market relevant and quality products</p> <p>PC3. motivate the employees</p> <p>PC4. handle the grievances/issues that are raised by the employees</p> <p>PC5. manage the employee expectations</p>
<b>Product planning</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC6. gather and analyse the cues from the market</p> <p>PC7. ascertain the customer preference</p> <p>PC8. create product lines based on current market preference</p> <p>PC9. create product lines that are unique and able to price high</p> <p>PC10. price the products according to market trends</p> <p>PC11. decide the best way to market the product lines</p>
<b>Procurement of raw materials</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC12. make a list of raw materials required according to the product lines</p> <p>PC13. ascertain the quantity and right price to procure the materials</p> <p>PC14. identify the right locations/agents from where the raw materials can be procured</p> <p>PC15. negotiate to get the best price</p> <p>PC16. ensure quality materials are procured</p> <p>PC17. ensure the procured materials are stored in appropriate conditions</p> <p>PC18. maintain the bills and record the prices of procurement for future reference</p> <p>PC19. maintain healthy vendor relationships</p>
<b>Market interfacing</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC20. identify the nearest market</p> <p>PC21. analyze the prevalent price for product lines</p> <p>PC22. decide on the most effective means to access the market</p> <p>PC23. plan for cost effective transportation to the market</p>



HCS/N9904

**Basic business management**

	<p>PC24. position the product according to market requirements</p> <p>PC25. manage customer expectations</p>
<b>Financial management</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC26. analyze and ascertain the cost of production</p> <p>PC27. maintain the book of accounts related to the business</p> <p>PC28. own and operate a bank account</p> <p>PC29. identify cost effective means of running business</p>
<b>Record keeping</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC30. identify various aspects of business that require recording</p> <p>PC31. create formats for recording</p> <p>PC32. make various records pertaining to all aspects of business</p> <p>PC33. maintain these records with periodic updation</p> <p>PC34. maintain necessary documents as per local government and regulatory requirement</p> <p>PC35. analyze the records and glean various trends from the same</p>

**Knowledge and Understanding (K)**

<b>A. Technical Knowledge</b>	<p>The individual on the job needs to know and understand:</p> <p>KA1. interpersonal skills and communication with cross section of stakeholders</p> <p>KA2. basics of accounting</p> <p>KA3. basics of banking</p> <p>KA4. costing principles</p> <p>KA5. product and craft knowledge including material and tools requirement</p> <p>KA6. gathering market intelligence</p> <p>KA7. various transportation means and implication on costing</p> <p>KA8. various product lines that can be created depending on sector of operation</p> <p>KA9. basic record keeping techniques</p> <p>KA10. basic laws, rules, regulations , etc with reference to business</p> <p>KA11. vendor management and development</p> <p>KA12. pricing techniques</p> <p>KA13. business profitability assessment</p>
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**Skills (S)**

<b>A. Core Skills/ Generic Skills</b>	<b>Reading skills</b>
	<p>The individual on the job needs to know and understand how to:</p> <p>SA1. read about various products and keep abreast of market trends</p>
	<b>Writing skills</b>
	<p>The individual on the job needs to know and understand how to:</p> <p>SA2. document various aspects of business</p> <p>SA3. write descriptions and details about investment, expenditures and sale</p>
	<b>Communication skills</b>
	<p>The individual on the job needs to know and understand how to:</p> <p>SA4. interact with employees to work efficiently</p> <p>SA5. communicate and manage vendors</p> <p>SA6. interface with fellow entrepreneurs to exchange ideas on the business</p> <p>SA7. communicate with the customers</p> <p>SA8. comprehend information shared by various stakeholders</p>



HCS/N9904

**Basic business management**

<b>B. Professional Skills</b>	<b>Decision making skills</b>
	The individual on the job needs to know and understand how to: SB1. finalize the product lines SB2. fix the appropriate price SB3. hire the employees with appropriate skill set and experience SB4. predict the profit margin to be achieved by the business SB5. decide on which market segment to target
	<b>Plan and organize</b>
	The individual on the job needs to know and understand how to: SB6. schedule production cycles SB7. estimate resources SB8. schedule market visits
	<b>Customer centricity</b>
	The individual on the job needs to know and understand how to: SB9. gather information on customer preference and taste SB10. interact with various types of customers and understand the trends
	<b>Problem solving</b>
	The individual on the job needs to know and understand how to: SB11. analyze and solve conflicts and problems pertaining to the business SB12. ensure that the problems do not arise repeatedly SB13. anticipate various problems/challenges that can crop up
	<b>Analytical thinking</b>
	The individual on the job needs to know and understand how to: SB14. analyse the market for increasing the sales
<b>Critical thinking</b>	
The individual on the job needs to know and understand how to: SB15. spot errors and any other disruptions and communicate with solutions	

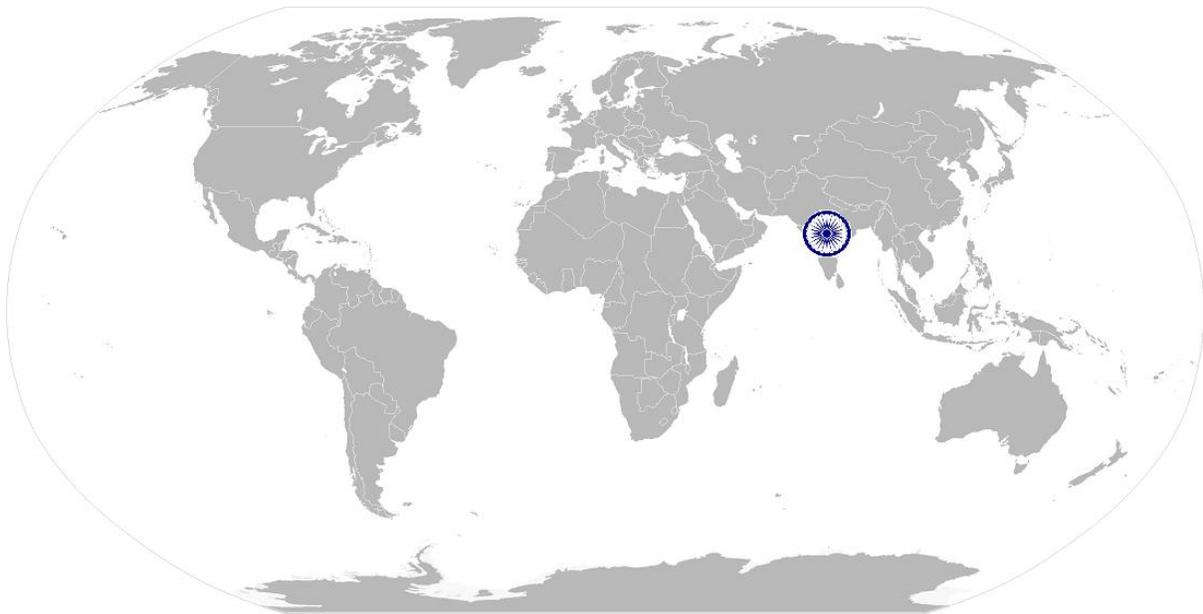


HCS/N9904

Basic business management

## NOS Version Control

<b>NOS Code</b>	<b>HCS/N9904</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet</b>	<b>Drafted on</b>	<b>06/03/2015</b>
<b>Industry Sub-sector</b>	<b>Handicrafts</b>	<b>Last reviewed on</b>	<b>12/09/2019</b>
<b>Occupation</b>	<b>Blue Pottery Making</b>	<b>Next review date</b>	<b>11/09/2023</b>

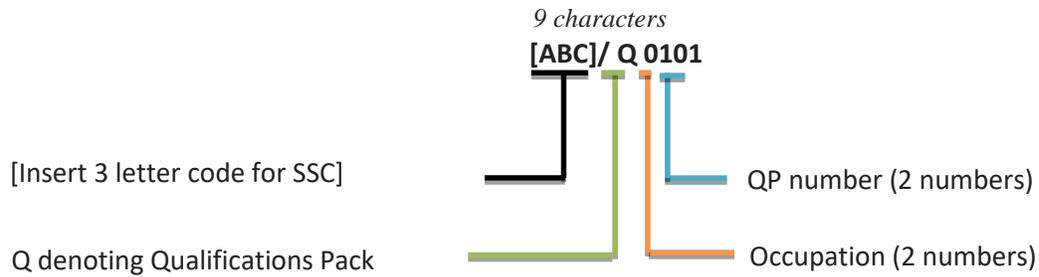




## Annexure

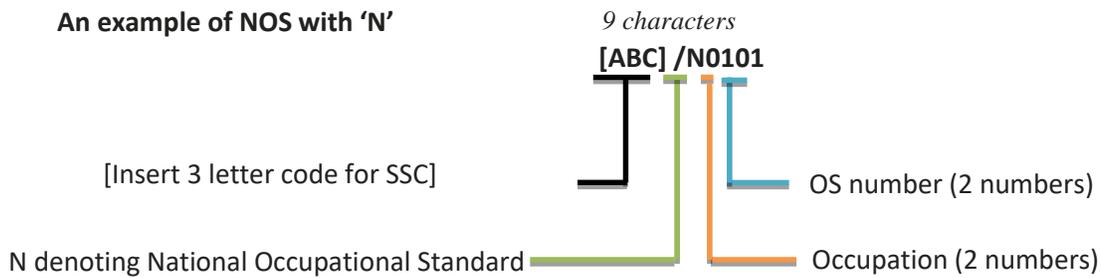
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

##### An example of NOS with 'N'





The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
<b>Metalcraft</b>	01 - 10
<b>Leather craft</b>	11 - 20
<b>Fashion Jewellery</b>	21 - 30
<b>Ceramics</b>	31 - 40
<b>Glassware</b>	41 - 50
<b>Stoneware</b>	51 - 55
Woodcraft	56 - 60
<b>Bone &amp; Horn</b>	61 - 65
<b>Carpets</b>	66 - 70
<b>Terracota</b>	71 - 75

Sequence	Description	Example
<b>Three letters</b>	Industry name	HCS
<b>Slash</b>	/	/
<b>Next letter</b>	Whether <b>QP</b> or <b>NOS</b>	Q
<b>Next two numbers</b>	Occupation code	01
<b>Next two numbers</b>	OS number	01



### CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Sieving Artisan (Ceramics)

Qualification Pack: HCS/Q0702

Sector Skill Council: Handicrafts & Carpet

<ol style="list-style-type: none"> <li>1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for each PC.</li> <li>2. Each NOS will assessed both for theoretical knowledge and practical</li> <li>3. The assessment will be based on knowledge bank of questions created by the SSC.</li> <li>4. Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training center</li> <li>5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS</li> <li>6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack</li> </ol>
<b>ASSESSMENT CRITERIA</b>

		Total Marks (500)			
HCS/N0702	Clean the grounded raw material	100	Out of	Theory	Skill Practical
NOS Element	Performance Criteria				
Receiving grounded raw material	PC1. receive grounded raw material in a bag from grinding operator		5	1	4
	PC2. empty the contents into an iron/wooden sieve		3	1	2
Sieve Analysis Step by Step	PC3. complete the sieving process includes various processes		3	2	1
	PC4. sampling of the material and take sample division		3	2	1
	PC5. selection of suitable test sieves		3	2	1
	PC6. selection of sieving parameters		3	2	1
	PC7. actual sieve analysis		3	2	1
	PC8. recovery of sample material		3	2	1
	PC9. data evaluation		3	2	1
	PC10. cleaning and drying test sieves		3	1	2
Identify different Sieving Processes	PC11. send the sample for further processing based selection of process	3	1	2	
	PC12. depending upon the impurities mechanism will get executed	4	1	3	



Selection of Equipment for Sieving Process	PC13. select the equipment based on raw material	4	1	3	
	PC14. jiffy mixer includes motorized drill for large batches	4	1	3	
	PC15. use of spray gun & atomizers for removing the impurities	4	1	3	
	PC16. Measuring of cups and scoops for sieving process	4	1	3	
	PC17. use of hydrometers defines the density of raw material	3	1	2	
Sieving the grounded raw material	PC18. perform the visual inspection of the grounded raw material while passing hand through it repeatedly	3	1	2	
	PC19. check for easily visible unwanted materials like small stones mixed in the grounded raw material	3	1	2	
	PC20. check for easily visible unwanted materials like small stones mixed in the grounded raw material	3	1	2	
	PC21. manually remove easily visible unwanted material from the grounded raw material	3	1	2	
	PC22. pass the grounded raw material through iron / wooden sieve repeatedly for fine cleaning	3	1	2	
	PC23. use the pre-cleaned grounded material through narrow graded sieve repeatedly for fine cleaning	2	1	1	
	PC24. simultaneously check the sieved materials for unwanted materials	2	1	1	
	PC25. collect the fine cleaned grounded raw material in a separate clean bag	2	1	1	
	PC26. collect the unwanted / waste materials at one place in a bin	3	1	2	
	PC27. send the cleaned grounded raw material to dough maker for further	3	1	2	
	PC28. Perform vibrational sieving the sample is submitted to three dimensional movements	3	1	2	
	PC29. the sieving process is now being taken place into electrostatic charging or for heating	3	1	2	
	PC30. send the fine sample for analysing the sieving	3	1	2	
	Achieving Productivity and Quality Standards	PC31. ensure proper cleaning of the grounded raw material	3	2	1
		PC32. prevent mixing of clean grounded raw material from the unclean grounded raw material	3	1	2
	TOTAL POINTS	100	40	60	



HCS/N9901	Coordinate with colleagues and work as a team				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
Interact with supervisor	PC1. receive job order and instructions from reporting supervisor	100	4	3	1
	PC2. understand the work output requirements, targets, performance indicators and incentives		5	4	1
	PC3. deliver quality work on time and report any anticipated reasons for delays		5	1	4
	PC4. report on any grievances, production defects and any potential hazards		4	2	2
	PC5. communicate on process flow improvements		4	2	2
	PC6. communicate maintenance and repair schedule proactively to the supervisor		4	1	3
	PC7. receive feedback on work standards		4	2	2
	PC8. interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc		5	2	3
	PC9. report in time for shortage or need of raw materials		4	1	3
	PC10. handover completed work to supervisor		4	2	2
Work as a team by coordinating with colleagues within and outside the department	PC11. communicate to the colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team		5	2	3
	PC12. maintain the etiquettes, use polite language, demonstrate responsible and disciplined behaviours to the colleagues		5	2	3
	PC13. interact with colleagues from different functions and understand the nature of their work		4	2	2
	PC14. put team over individual goals and multi task or share work where necessary supporting the colleagues		4	2	2



	PC15. resolve conflicts and ensure smooth workflow		4	1	3
	PC16. interact and understand the production requirement for the day from the previous and successive processing department and work accordingly		4	1	3
	PC17. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement		4	1	3
	PC18. receive feedback from Quality Control and rework in order to complete work on time		5	1	4
	PC19. share information with colleagues to enable efficient delivery of work		6	3	3
	PC20. highlight any errors of colleagues, help to rectify and ensure quality output		4	2	2
	PC21. work with cooperation, coordination, communication and collaboration, with shared goals and supporting each others performance		4	1	3
<b>Report and Document</b>	PC22. document all the details accurately relating to one's role as required		4	1	3
	PC23. report on the work completed and keep it in records		4	1	3
	<b>TOTAL POINTS</b>		<b>100</b>	<b>40</b>	<b>60</b>

<b>HCS/N9902</b>	<b>Maintain safe work environment</b>				
<b>NOS Element</b>	Performance Criteria		<b>Out of</b>	<b>Theory</b>	<b>Skills Practical</b>
<b>Follow safety procedure and practices</b>	PC1. comply with safety procedures while on work to prevent accidents	100	8	2	6
	PC2. take adequate safety measures while handling materials, chemicals and tools		8	2	6
	PC3. wear appropriate personal protective gears such as gloves, protective goggles, masks etc. while working		8	2	6
	PC4. undertake basic safety checks before operation of all tools and electrical equipments		9	2	7
	PC5. wear appropriate and recommended clothing as per the work environment (eg: working in a furnace area )		9	2	7
	PC6. follow recommended material handling procedure to control material and personal damage		8	2	6
	PC7. perform all procedures as per company's work instructions for controlling operational risk		8	4	4



	PC8. perform the duties in a manner which minimizes environmental damage		6	2	4
	PC9. dispose of waste safely and correctly in a designated area as per company's SOP		8	2	6
	PC10. report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger		8	4	4
<b>Achieve safety standards</b>	PC11. ensure zero accident at workplace		10	2	8
	PC12. adhere to safety standards and ensure no material damage		10	2	8
	<b>TOTAL POINTS</b>		<b>100</b>	<b>28</b>	<b>72</b>

HCS/N9903	Maintain personal health				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
<b>Adopt healthy work practices</b>	PC1. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust	100	12	4	8
	PC2. follow work instructions strictly to reduce the amount of pollution at the work place e.g. wet the rock / craft material before working on it		10	2	8
	PC3. wear protective goggles over eyes and replace them when scratches on it obscure the vision		10	2	8
	PC4. wear gloves as per the materials used for making handicraft to avoid blisters; scratches and cuts		10	2	8
	PC5. undergo preventive health checkups at regular intervals		10	2	8
	PC6. take prompt treatment from the doctor in case of illness		11	3	8
	PC7. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work		11	4	7
<b>Achieve work productivity while maintaining health</b>	PC8. ensure no productivity loss or absenteeism from work due to illness		13	3	10
	PC9. ensure no long term ill effect on the personal health		13	3	10
	<b>TOTAL POINTS</b>		<b>100</b>	<b>25</b>	<b>75</b>

HCS/N9904	Basic business management				
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NOS Element	Performance Criteria		Out of	Theory	Skills Practical
<b>People management</b>	PC1. allot work to the employees of the unit according to their skill and experience	100	3	1	2
	PC2. train the employees of his/her unit with the appropriate skills required to make market relevant and quality products		3	1	2
	PC3. motivate the employees		2	1	1
	PC4. handle the grievances/issues that are raised by the employees		2	1	1
	PC5. manage the employee expectations		2	1	1
<b>Product planning</b>	PC6. gather and analyse the cues from the market		2	1	1
	PC7. ascertain the customer preference		3	1	2
	PC8. create product lines based on current market preference		3	1	2
	PC9. create product lines that are unique and able to price high		3	1	2
	PC10. price the products according to market trends		3	1	2
	PC11. decide the best way to market the product lines		3	1	2
<b>Procurement of raw materials</b>	PC12. make a list of raw materials required according to the product lines		2	0	2
	PC13. ascertain the quantity and right price to procure the materials		3	1	2
	PC14. identify the right locations/agents from where the raw materials can be procured		3	1	2
	PC15. negotiate to get the best price		3	0	3
	PC16. ensure quality materials are procured		4	1	3
	PC17. ensure the procured materials are stored in appropriate conditions		3	1	2
	PC18. maintain the bills and record the prices of procurement for future reference		3	1	2
	PC19. maintain healthy vendor relationships		3	1	2
<b>Market interfacing</b>	PC20. identify the nearest market		3	1	2
	PC21. analyze the prevalent price for product lines	3	2	1	
	PC22. decide on the most effective means to access the market	2	1	1	
	PC23. plan for cost effective transportation to the market	3	1	2	
	PC24. position the product according to market requirements	3	1	2	
	PC25. manage customer expectations	2	0	2	
<b>Financial management</b>	PC26. analyze and ascertain the cost of production	3	1	2	



	PC27. maintain the book of accounts related to the business		3	1	2
	PC28. own and operate a bank account		4	2	2
	PC29. identify cost effective means of running business		3	1	2
<b>Record keeping</b>	PC30. identify various aspects of business that require recording		3	2	1
	PC31. create formats for recording		3	2	1
	PC32. make various records pertaining to all aspects of business		3	2	1
	PC33. maintain these records with periodic updation		3	2	1
	PC34. maintain necessary documents as per local government and regulatory requirement		3	2	1
	PC35. analyze the records and glean various trends from the same		3	2	1
	<b>TOTAL POINTS</b>		<b>100</b>	<b>40</b>	<b>60</b>